



## Designated Substances

**Category:** Health and Safety;

**Jurisdiction:** Vice President, Administration and Finance;

**Approval Authority:** Executive Team;

**Established on:** February 28, 2008;

**Amendments:** None.

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### Intent:

To establish policy for the responsible management of Designated Substances that protects staff, students, the natural environment and Lakehead University property, while complying with the Occupational Health and Safety Act and its regulations.

### Scope:

This policy applies to all members of the University Community including staff, faculty, students and visitors that work with or near designated substances.

### Definitions:

*Designated Substance* A biological, chemical or physical agent, or combination thereof, to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled by regulation.

*Assessment* An evaluation of the worker's exposure to a designated substance

*Control Program* A program designed to control exposure to a Designated Substance

*Monitoring* Air-emission and medical testing that are prescribed in the designated substance regulations

*Engineering Control System* Any mechanical system in place to reduce exposure to a designated substance (i.e. chemical fume hoods)

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## **Applicable Legislation and Safety Standards:**

Occupational Health and Safety Act, R.S.O. 1990,

Regulation 851, Industrial Establishments

Regulations 835 - Acrylonitrile

836 - Arsenic

837 - Asbestos

839 - Benzene

840 - Coke Oven Emissions

841 - Ethylene Oxide

842 - Isocyanates

843 - Lead

844 - Mercury

845 - Silica

846 - Vinyl Chloride

## **Policy:**

The use, storage or possession of designated substances must be reported to the Office of Human Resources - Health and Safety. The Office of Human Resources - Health and Safety will work in conjunction with the Joint Health and Safety Committee and the area Supervisor to assess the requirement for and aid in the development of a control program, as per the requirements of the Occupational Health and Safety Act (R.S.O. 1990).

Surveys will be conducted at least every 5 years to ensure that all designated substance use on campus is in accordance with provincial law. In all areas where designated substances are used or stored an assessment of the hazard will be conducted. Where the assessment warrants, control and monitoring programs may be implemented as recommended by the Joint Health and Safety Committee.

## **Assessment**

- Substitution of the designated substance by a less hazardous substance will be considered in all assessments.

- An assessment will be completed in all areas where the use, storage or handling of designated substances warrant.
- The involved individuals and a representative of the Joint Occupational Health and Safety Committee shall participate in the assessment.
- The assessment shall consider:
  - The processing, storage and handling of the substance;
  - The individual's actual and potential exposure to the substance;
  - The measures and procedures in place to control the exposure.

## Control Program

If the assessment indicates a potential exposure, the Supervisor, in consultation with the involved individuals and Joint Occupational Health and Safety Representative will develop and implement a designated substance control program as prescribed by the specific designated substance regulation.

Depending on the identity of the Designated Substance, the control program may involve some or all of the following provisions:

- Engineering controls, facilities, work and hygiene protocols to control exposure;
- Methods to monitor the use of the designated substance and/or concentration of the worker's exposure;
- Exposure records;
- Medical examinations and clinical tests;
- Training programs for supervisors and workers.

All control actions must be documented as designated substance records.

## Monitoring

Copies of the designated substance records will be provided to and must be maintained, as required by law by:

- Joint Occupational Health and Safety Committee;
- Human Resources, filed in employee's personnel file;

- Employee's Supervisor.

### **Role of Senior Managers (Deans/Directors/Chairs)**

Senior Managers shall provide the support and resources necessary to implement and maintain the Designated Substance Management program within their Departments.

### **Role of Supervisor**

All supervisors, including academic, must:

- Be aware of and familiar with the designated substances used, stored or handled in their areas.
- Be aware of and familiar with the legislation governing the designated substances used, stored or handled in their areas.
- Conduct an audit to identify any designated substances used, or the risks associated with their use.
- Procure designated substances only through approved purchasing methods.
- When possible, substitute a less hazardous product for any designated substance used in the workplace.
- Ensure that all designated substances are reported to the Office of Human Resources - Health and Safety on the annual chemical inventory form.
- Document any control programs in place to reduce exposure to designated substances in the workplace.
- Inform the Joint Occupational Health and Safety Committee of any designated substance assessments conducted and any control programs in place.
- Ensure that spill kits and clean-up protocols are provided.
- Provide or ensure all workers are aware of the personal protective equipment required to work with the designated substances.
- Ensure that all individuals who handle the designated substance (and those who work near designated substances) are fully trained including:
  - Have knowledge of the specific legislation for the designated substance they are working with;

- Proper use of the substances and all aspects of the control program in place, including safe storage, spill clean-up and disposal;
- Have valid WHMIS training and access to the MSDS for the designated substances;
- Are aware of the safe use and care of required personal protective equipment;
- Are aware of procedures and protocols to follow in emergencies, such as disruption of engineering control systems, spills and failure of personal protective equipment.

### **Role of Authorized Individuals**

All individuals prior to working with, using, purchasing, acquiring or storing designated substances must:

- Have current WHMIS training, re-training annually;
- Receive specific training related to the designated substance regulations;
- Be trained in the requirements of any control program in place for a designated substance used in the workplace, including safe use, handling and storage;
- Participate in any medical monitoring program, if it is prescribed by the designated substance regulations;
- Follow all procedures and protocols for the safe use, storage and disposal of the designated substance;
- Wear all personal protective equipment required by the supervisor and ensure that it is in proper working order;
- Report any failures in personal protective equipment, protocols or engineering control systems immediately to the Supervisor;
- Report any changes to the use, storage or handling of designated substances to the Supervisor and the Office of Human Resources - Health and Safety.

### **Role of the Office of Human Resources – Health and Safety**

The Office of Human Resources - Health and Safety will:

- Provide administrative and audit functions for the safe management of designated substances used on Lakehead University campus;

- Provide assistance in conducting designated substance assessments in the workplace;
- Develop designated substance control programs (where needed) in consultation with the Joint Occupational Health and Safety Committee and area Supervisor;
- Provide basic training for the safe use, storage and disposal of designated substances.

## Role of Physical Plant

Physical Plant will:

- Provide administrative and audit functions for the safe management of asbestos containing materials present on Lakehead University campus;
- Develop asbestos control programs (where needed) in consultation with the Joint Occupational Health and Safety Committee and area Supervisor;
- Coordinate removal of Asbestos containing materials, when required.

## Evaluation:

These procedures will be reviewed on a yearly basis by the Office of Human Resources - Health and Safety in conjunction with the Joint Occupational Health and Safety Committee.

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**Review Period:** Annually;

**Date for Next Review:** 2021-2022;

**Related Policies and Procedures:** To be determined;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).